

22 August 1986

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MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director _____ (or Head of Independent Office)
(Expenses over \$50.00)
Administrative Officer, DCI

SUBJECT: Request for Approval to Incur Expenses

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1. Approval is requested to incur expenses allowed _____

2. I believe the expenditure of appropriate funds is authorized under _____ for the costs for (reception, meals, coffee, other coffee _____,) on 4 June 1986 for the purpose of Discussions between Director, OIT, and WANG representatives.

3. Designated Officials (Guests) present including their grade, title, and organizational affiliation will be:

Regina Kunkle - WANG Rep.
Bobbie Browning - WANG
Linda Jackson - WANG

4. Designated Agency Official (Host) present including their grade, title and organizational affiliation will be:

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_____ - SIS-4, Director, OIT

5. Other guests present including their grade, title and organizational affiliation will be:

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$5.00.

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✓ Office Head ~~or~~ Division Chief

CONCURRENCE:

Deputy Director or Head of Independent Office
(expenses over \$50.00)

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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EXECUTIVE DINING ROOM
ROOM 2E20 HQS

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OIT IMPREST
2000 HQSACCOUNT NUMBER:
STATEMENT NUMBER: 6-277
DATE: 86/06/30

AMOUNT ENCLOSED:\$ (MAKE CHECK PAYABLE TO EDR FUND)

(PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE)

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DATE:	UNIT DESCRIPTION	AMOUNT:	SURCHARGE:
	PREVIOUS BALANCE =	.00	
86/06/04	1 MISCELLANEOUS	5.00	
***** NOTE: CHECKS ARE PROCESSED THROUGH A KNOWN AGENCY ACCOUNT AT A LOCAL BANK. MEMBERS WHO DO NOT WISH THEIR NAMES ASSOCIATED WITH THE AGENCY SHOULD PAY BY CASH. *****			

BALANCE NOT PAID BY END OF MONTH SUBJECT TO FINANCE
CHARGE. --- MONTHLY RATE: 1.5%, ANNUAL RATE: 18%

ACCOUNT STATUS:

5.00	0.00	0.00	0.00
CURRENT	30 DAY	60 DAY	90 DAY

NEW BALANCE = \$ 5.00

8/13

Ed-

The attached EDR bill was for the coffee we had when the WANG representatives met with you on 4 June. Because the OIT EDR account comes under the DCI account, the bill has to be paid by an individual who will then be reimbursed. If you will give me \$5.00 for this I will arrange the reimbursement for you.

I am going to make other arrangements with EDR when we serve coffee and donuts for the IDMS meeting so you won't have to pay and then be reimbursed. It's a pain!

nb